## EPIC Minimum Hardware and Software Requirements

- A PC capable of supporting Windows 95 or higher, or Windows NT 4.0 or higher.
- Transmission Control Protocol/Internet Protocol (TCP/IP) stack.
- Secure TCP/IP connectivity with NFC.
- NFC logon software.
- EPIC application software.

## Secure TCP/IP Telecommunications Link to NFC

A secure TCP/IP telecommunications link to NFC must be established before agencies can download the EPIC software, obtain security access, or request the procedures, even though the EPIC application is available.

To determine if your agency has a secure TCP/IP telecommunications link, contact your agency Information Technology (IT) office. The IT office should contact NFC's Customer Support at **504-255-5230** to coordinate installation and testing.

**Note:** Sites currently using upgraded payroll/personnel applications, e.g., the Statement of Earnings and Leave System (EARN), already have a secure TCP/IP telecommunications link.

## Requests for Software Download

To request security to download software electronically, contact your agency IT office. The IT office should submit Form AD-1128, Request for Electronic Downloading of Software From NFC, to the address identified on the AD-1128.

## Requests for Security Access

To gain access to EPIC, contact your ADP security officer.

## Procedures

Comprehensive online help is available on each window by clicking **[?]**. This help is intended to replace the hardcopy procedure for EPIC. The help text is also available in procedure format on the NFC home page *(www.nfc.usda.gov).*
To view and/or print the EPIC procedure, go to the NFC home page and click the **Pubs & Forms** icon. At the **Pubs & Forms** left-hand menu, click **List By Title**/**Chapter** and search for Title 1, Chapter 23, Entry, Processing, Inquiry, and Correction System, on the list provided.

## Questions About EPIC

To find out more about security, equipment, hardware, and software requirements, contact Customer Support personnel at:

Customer Support
National Finance Center, USDA
ATTN: CS-1206
P.O. Box 60000
New Orleans, LA 70160-0001
504-255-5230
E-mail: customer.support@usda.gov

**National Finance Center**
U. S. Department of Agriculture
N E W   O R L E A N S ,   L A

National Finance Center
Office of the Chief Financial Officer
United States Department of Agriculture

# Entry Processing Inquiry and Correction System (EPIC)

## A Windows Application of NFC's Payroll/Personnel System

# EPIC
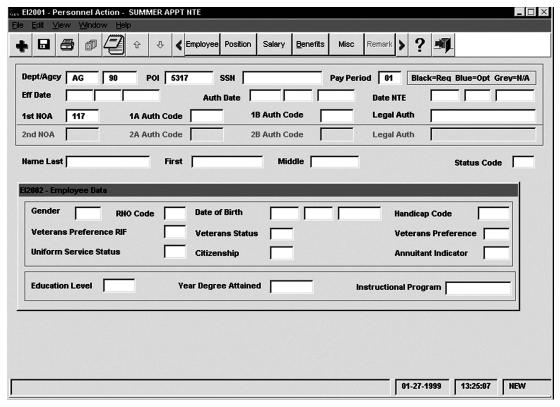
# Entry Processing Inquiry and Correction System (EPIC)

EPIC is a Windows application designed, developed, and maintained by the National Finance Center (NFC). EPIC is a series of multiple processes that allow customers to enter, correct, inquire, and retrieve payroll and personnel transactions using a personal computer (PC). EPIC consolidates and updates several existing systems, including the Personnel Action Processing System (PACT), Payroll/Personnel Remote Entry System (PRES), Future Inquiry System (FINQ), Suspense Inquiry and Correction System (SINQ), History Correction Update Processing (HCUP), and PEP51 Pullers For Payroll/Personnel Documents (PEP51).

## System Design

EPIC is designed in a Windows format, providing mouse-driven, point-and-click functionality, menu bars, pull-down menus, tool buttons, and other Windows features.

## EPIC enables customers to:

- Enter payroll and personnel transactions for processing in the NFC Payroll/ Personnel System.

- Correct transactions that failed the database edit process.

- Execute status and suspense reports.

- Delete and restore transactions.

- View future and current payroll/personnel transactions to be processed.

## Features

- Personnel actions and payroll transactions categorized by type to facilitate multiple entry of like transactions.

- Online entry and correction of current and future payroll and personnel actions.

- Online inquiry of current, future, and applied payroll and personnel transactions.

- Onscreen status and suspense reporting.

- Lists of transactions sorted by social security number or transaction type.

- Online help, tutorial, and Readme file.



*Example of the EPIC Personnel Action Window*